



***Week ending issue: January 8, 2016 – Issue # 277***

## ***Policy***

***From the WIC Services Policy and Procedure Manual –Subcontracts 315.58***

***Please note this policy was updated on 12.01.2015. All draft subcontracts submitted for approval after 12.01.2015 including those submitted during the FY2017 RFA process must contain the updated language or they will not be approved. The updated section is highlighted in yellow.***

All WIC subcontracts and agreements must contain a confidentiality clause that assures that the subcontractor will not share WIC participant information with a third party. The following clause must be used in each subcontract:

### **Confidentiality Clause:**

The CONTRACTOR may employ WIC Program information only for the purposes of establishing the eligibility of WIC applicants and participants for the health or welfare programs that it administers, and for conducting outreach or eligibility to WIC applicants and participants for each program. The CONTRACTOR will not disclose any WIC information to a third party.

All WIC subcontracts and agreements must contain a nondiscrimination clause and USDA Nondiscrimination Statement to assure that the subcontractor will not discriminate against eligible WIC applicants and participants. The following nondiscrimination clause and USDA Nondiscrimination Statement must be used in each subcontract:

### **Nondiscrimination clause:**

The CONTRACTOR will not discriminate against persons on the grounds of race, color, national origin, sex, age or disability. In the event of a nondiscrimination complaint, The CONTRACTOR will compile data, maintain records and submit reports as required to

permit effective enforcement of the non-discrimination laws per Section 246.6(b)(10) of the WIC Regulations.

**USDA Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## ***Information***

### ***New Addition to the WIC Web Portal***

The Nutrition Risk Definitions and their associated Critical Thinking Guides have now been posted to the Iowa WIC Web Portal. They can be found under the Resources Section. These materials are intended to serve as reference documents for WIC health professionals completing nutrition assessments.

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### ***Assistant Coordinator Opening***

#### **Here is the job description:**

Assistant WIC Coordinator/Health Services Clinic Supervisor - Marshalltown, IA Seeking an inspiring, compassionate and adaptive leader to join our health services team and make a difference in the lives of families and children. Builds and maintains positive relationships with team members, agency and community partners to achieve results. Assures that clinics are staffed and works to increase participation rates. Completes assessments and provides nutrition education to families at clinics. Assists in completing all WIC services, grants and reports. Must be a Registered Licensed Dietitian. Supervisory experience preferred. Ongoing professional development and an excellent benefit package. Full-time salaried position, \$22.67 per hour.

Visit [www.micaonline.org](http://www.micaonline.org) <<http://www.micaonline.org>> for full job description. Send, fax or email cover letter and resume by **5:00 pm. on Monday, January 18, 2016** to: **MICA, 1001 S. 18th Ave., Marshalltown, IA 50158; 641-352-5020; [jobapp@micaonline.org](mailto:jobapp@micaonline.org)** <<mailto:jobapp@micaonline.org>> or complete application at above address. EOE

## ***Participant Centered Services:***

Things to think about when charting to stay participant focused:

What is mom's concern? What was discussed? What is mom's plan? What is the follow up?

## ***Thank you of the Week:***

"WIC is an awesome service! Being pregnant now, I never thought I would qualify for WIC because I make a decent wage at my job but since I found out I do qualify I have enjoyed spreading the word on. I work in a medical billing office so I have people calling in all of the time about their bills and expenses. If they have kids under 5 I now direct them to WIC" ~

North Iowa Community Action WIC Participant

If you have a WIC Shout Out just send us a message

## ***eWIC Focus Update***

In the Focus system, a small pop up window sometimes pops up that states there is a connection error. When Colorado rolled out the MPSC system, they requested this pop up so staff knew that a connection error occurred. These same connection errors also occur in IWIN, but they are seen as a blue spinning circle or as a grayed out screen with a message stating that the application is not responding.

## ***Find us on Facebook-***



<https://www.facebook.com/IowaWIC>

## ***Training***

### ***Educational Opportunity (CEU)***

The Nutrition Services Branch in collaboration with UNC – Chapel Hill is pleased to announce that Module 1: Nutrition Assessment of the Pediatric Nutrition Course (PNC) will be offered again in 2016. This is an online, faculty guided, self-paced course of about 25 hours to be completed between January 19, 2016 and March 28, 2016. The goal of this course is to provide nutritionists with the knowledge and skills needed to improve the nutritional health of the pediatric population. Module 1 is designed to improve knowledge and skills specifically in the area of nutrition assessment. It is ideal for new employees in public health nutrition, nutritionists who are new to pediatrics and those who want to broaden their pediatric knowledge base.

Module 1 Nutrition Assessment consists of the following six topics:

- Unit 1: Anthropometrics
- Unit 2: Biochemical
- Unit 3: Clinical
- Unit 4: Food and Nutrition History
- Unit 5: Eco Social Factors
- Unit 6: Psychosocial Factors

This course has been approved by the Commission on Dietetic Registration – Academy of Nutrition and Dietetics for 19 CPEUs - Level 1 for Registered Dietitians (RDs), Registered Dietitian Nutritionists (RDNs), Nutrition and Dietetics Technicians, Registered (NDTRs) and Dietetic Technicians, Registered (DTRs). For all others, 2.0 Continuing Education Units

will be awarded from the Friday Center for Continuing Education at the University of North Carolina at Chapel Hill.

Fees: The course fee is \$50 for public health nutrition personnel in North Carolina Local Health Agencies and pediatric nutritionists in Children's Developmental Services Agencies (CDSAs). The course fee is \$100 for all other applicants, including those who reside outside of the State of North Carolina. Enrollment is limited, and participants will be taken on a first-come, first-serve basis.

An orientation webinar is scheduled for Tuesday, January 12, 2016 from 11 am – 12 pm with fully enrolled students to provide an overview and demonstration of the online course. This live orientation webinar will be recorded for those who are unable to attend.

|                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>January:</b>                                                                                                                                                                                    |
| NETC Webinar (Health Professional) – January 28, from 8:30-11:30<br>NETC Webinar (Support Staff) <b>Support Staff training will not be held in January.</b>                                        |
| <b>March:</b>                                                                                                                                                                                      |
| No NETC this month                                                                                                                                                                                 |
| <b>May:</b>                                                                                                                                                                                        |
| No NETC this month                                                                                                                                                                                 |
| <b>July:</b>                                                                                                                                                                                       |
| NETC Webinar (All new staff) – July 14, from 8:30-11:30<br>NETC Webinar (Health Professional) – July 21, from 8:30-11:30<br>NETC Webinar (Support Staff) – July 28, from 8:30-11:30                |
| <b>September:</b>                                                                                                                                                                                  |
| NETC Webinar (All new staff) – September 15, from 8:30-11:30<br>NETC Webinar (Health Professional) – September 22, from 8:30-11:30<br>NETC Webinar (Support Staff) – September 29, from 8:30-11:30 |

## November:

NETC Webinar (All new staff) – November 10, from 8:30-11:30

NETC Webinar (Health Professional) – November **16**, from 8:30-11:30

NETC Webinar (Support Staff) – November **17**, from 8:30-11:30

**\*\*\*Please note the dates in November\*\*\***

## Dates to Remember-

- Infant/Child Workshop- August 2, 2016
- WIC Contractor Meeting- August 30, 2016
- Communication and Rapport Workshop- October 26, 2016

Note: Due to state-wide rollout of eWIC the Breastfeeding and Maternal Core Workshops will not be held this year. More information to come on what new staff will be doing to meet this training requirement.

## Available Formula-

| Product                                                         | Quantity                        | Expiration Date          | Agency                      | Contact                               |
|-----------------------------------------------------------------|---------------------------------|--------------------------|-----------------------------|---------------------------------------|
| LGG                                                             | 20 - 12.6 oz Container          | 2/1/2016                 | Mid-Sioux Opportunity       | Holly Svitak<br>712-786-3476          |
| Peptamen Junior 1.5 Cal                                         | 114 – 250 ml containers         | 3 – 6/2016               | HACAP                       | Angela Munson<br>319-366-7632         |
| Enfaport                                                        | 17 – 6 packs of 6 oz containers | 4/1/16                   | HACAP                       | Angela Munson<br>319-366-7632         |
| Powder Infant EleCare Amino Acid Based Infant Formula with Iron | 5 – 14.1 oz cans                | 3/2017                   | North Iowa Community Action | Janelle Pansegrau<br>641-423-5044 x35 |
| Complete Amino Acid Mix                                         | 1 can                           | 10/21/2017               | Mid-Iowa Community Action   | Sierra Steven 515-232-9020, ext. 105  |
| Elecare for infants                                             | 11 containers – 14.0 oz. powder | 6 – 3-1-17<br>5 – 4-1-17 | HACAP                       | Angela Munson<br>319-366-7632         |

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- (1) Mail: U.S. Department of Agriculture  
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- (2) Fax: (202) 690-7442; or
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